Chapter 2 - Reading an R★STARS Report

PURPOSE
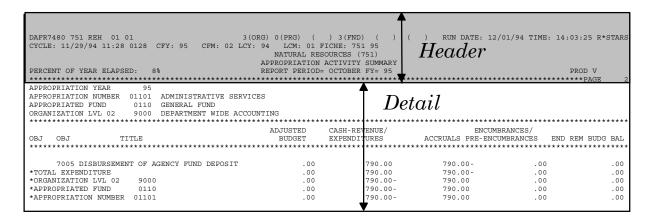
Requestable reports are the most widely used R★STARS reports. The ability to read and understand the information contained on a R★STARS report is critical to successfully utilize the financial tracking capabilities in R★STARS. The purpose of this chapter is to describe how to effectively read and understand an R★STARS report. This chapter describes the significance of both the report header information and the report detail information, and show the user how to read and understand this information.

Throughout this chapter, the DAFR7480 Appropriation Activity Summary Report is used as an example to highlight various report elements and describe their significance.

2-1 REPORT HEADER INFORMATION

```
DAFR7480 751 REH  01 01                      3(ORG) 0(PRG)  (  ) 3(FND)  (  )  (  )  RUN DATE: 12/01/94 TIME: 14:03:25 R*STARS
CYCLE: 11/29/94 11:28 0128  CFY: 95   CFM: 02 LCY: 94   LCM: 01 FICHE: 751 95
                                             NATURAL RESOURCES (751)              Header
                                          APPROPRIATION ACTIVITY SUMMARY
PERCENT OF YEAR ELAPSED:   8%             REPORT PERIOD= OCTOBER FY= 95                                            PROD V
**********************************************************************************************************************PAGE    2
APPROPRIATION YEAR       95
APPROPRIATION NUMBER   01101  ADMINISTRATIVE SERVICES          Detail
APPROPRIATED FUND       0110  GENERAL FUND
ORGANIZATION LVL 02     9000  DEPARTMENT WIDE ACCOUNTING
*******************************************************************************************************************************
                                            ADJUSTED   CASH-REVENUE/              ENCUMBRANCES/
                                            BUDGET     EXPENDITURES      ACCRUALS PRE-ENCUMBRANCES  END REM BUDG BAL
OBJ   OBJ         TITLE
*******************************************************************************************************************************

       7005 DISBURSEMENT OF AGENCY FUND DEPOSIT        .00      790.00       790.00-        .00          .00
*TOTAL EXPENDITURE                                     .00      790.00       790.00-        .00          .00
*ORGANIZATION LVL 02    9000                           .00      790.00-      790.00         .00          .00
*APPROPRIATED FUND      0110                           .00      790.00-      790.00         .00          .00
*APPROPRIATION NUMBER   01101                          .00      790.00-      790.00         .00          .00
```
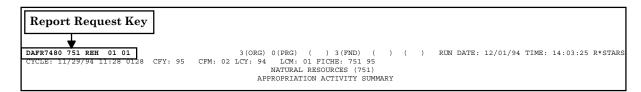
R★STARS has a standard header for requestable financial reports. The report header is the first six lines of the report, and is comprised of several key data elements. These elements include:

- Report Request Key
- Level Options
- Run Information
- Cycle Information
- Current Fiscal Year/Month
- Last Closed Fiscal Year/Month
- Microfiche Key
- Agency Associated with the Data on the Report
- Report Title
- Percent of Fiscal Year Elapsed
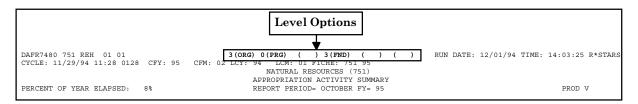- Report Period
- Region

Report Request Key

```
┌──────────────────────┐
│ Report Request Key   │
└──────────┬───────────┘
           ▼
┌─────────────────────────┐
│ DAFR7480 751 REH  01 01 │                   3(ORG) 0(PRG)  (  ) 3(FND)  (  )  (  )  RUN DATE: 12/01/94 TIME: 14:03:25 R*STARS
└─────────────────────────┘
  CYCLE: 11/29/94 11:28 0128  CFY: 95   CFM: 02 LCY: 94   LCM: 01 FICHE: 751 95
                                             NATURAL RESOURCES (751)
                                          APPROPRIATION ACTIVITY SUMMARY
```

The report request key is comprised of four elements that describe the report request information. In the example above,

- "DAFR7480" is the Report ID of the report being requested, the Appropriation Activity Summary Report.

- "751" is the Agency Number that identifies the agency requesting the report.

- "REH" is the Requester Code entered on the report request. This code can be used to organize report request coding for an agency.

- "01" is the Request Number. The request number may be used to practically identify different versions of the same report for one requester and one agency.

- The second "01" represents the report period requested on the report. "01" is October, the first fiscal month of the fiscal year. Other values for period could include "CM" for current month or "PM" for prior month. These elements are controlled on the 91 Report Request profile.

Level of Detail Options

```
                                    ┌──────────────────┐
                                    │  Level Options   │
                                    └────────┬─────────┘
                                             ▼
DAFR7480 751 REH  01 01          3(ORG) 0(PRG)  (   ) 3(FND)  (  )  (   )   RUN DATE: 12/01/94 TIME: 14:03:25 R*STARS
CYCLE: 11/29/94 11:28 0128  CFY: 95   CFM: 02 LCY: 94   LCM: 01 FICHE: 751 95
                                          NATURAL RESOURCES (751)
                                      APPROPRIATION ACTIVITY SUMMARY
PERCENT OF YEAR ELAPSED:   8%                REPORT PERIOD= OCTOBER FY= 95                              PROD V
```

Level options define the level of detail of the classification elements presented on the report. Level of detail options include:

- Organization Structure
- Program Structure
- Fund Structure
- Function Structure
- Object Structure
- General Ledger Account Structure
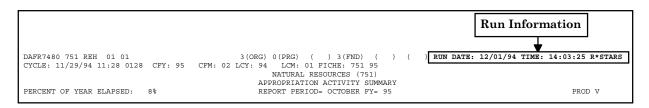- Grant Structure
- Project Structure

The level options for the DAFR7480 report in this example are as follows:

- "3 (ORG)" shows that the user selected an organization structure level option 3 (Level 2) for this report.

- "0 (PRG)" shows that the user selected a program structure level option 0 (None) for this report.

- "3 (FND)" shows that the user selected a fund structure level option 3 (GAAP Subfund/Appropriated Fund/State Fund Group) for this report.
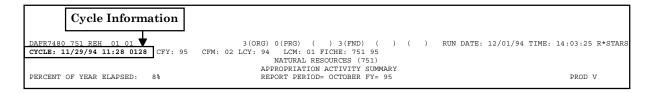
The three blank areas "(   )" are for level options not associated with this particular report.

Run Information

```
                                                                    ┌──────────────────┐
                                                                    │ Run Information  │
                                                                    └──────────────────┘
                                                                            │
                                                                            ▼
DAFR7480 751 REH  01 01                    3(ORG) 0(PRG)  (   ) 3(FND)  (   )  ( ┌──────────────────────────────────────────┐
CYCLE: 11/29/94 11:28 0128  CFY: 95   CFM: 02 LCY: 94   LCM: 01 FICHE: 751 95  │ RUN DATE: 12/01/94 TIME: 14:03:25 R*STARS │
                                           NATURAL RESOURCES (751)            └──────────────────────────────────────────┘
                                      APPROPRIATION ACTIVITY SUMMARY
PERCENT OF YEAR ELAPSED:   8%          REPORT PERIOD= OCTOBER FY= 95                                        PROD V
```

Run information tells the user the date and time the report was run as well as the system accessed for the report. The run information is shown in the upper right section of the top line of each report. In the example above, the report was run on 12/01/94 at 14:03:25 p.m. (using 24 hour time). The run information also shows that the report was run in R★STARS.

Cycle Information

```
┌──────────────────────┐
│  Cycle Information    │
└──────────────────────┘
           │
           ▼
DAFR7480 751 REH  01 01                    3(ORG) 0(PRG)  (   ) 3(FND)  (   )  (   )   RUN DATE: 12/01/94 TIME: 14:03:25 R*STARS
┌──────────────────────────────┐
│ CYCLE: 11/29/94 11:28 0128    │ CFY: 95   CFM: 02 LCY: 94   LCM: 01 FICHE: 751 95
└──────────────────────────────┘      NATURAL RESOURCES (751)
                                      APPROPRIATION ACTIVITY SUMMARY
PERCENT OF YEAR ELAPSED:   8%          REPORT PERIOD= OCTOBER FY= 95                                        PROD V
```

Cycle information on the report pertains to the cycle run associated with the information accessed for the report. In the example above, the information from the 97 System Management profile printed on the DAFR7480 report is associated with cycle 0128, which was run on 11/29/94 at 11:28 a.m. An example of the 97 System Management profile is shown below.
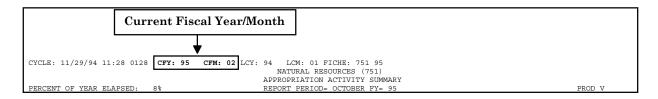
The 97 System Management profile identifies the number of times the batch cycle has been run. In this case, the report was produced after the 128th execution of the batch R★STARS IEU process. As a note of information, two cycles of batch IEU are executed each night. The date

shown on the report is the last processing cycle date and time from the 97 System Management profile.
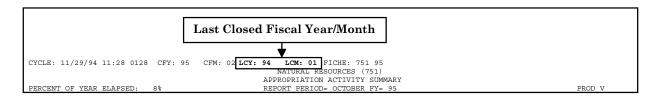
```
S097 VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  12/01/94 10:14 AM
 LINK TO:                   SYSTEM MANAGEMENT PROFILE                    PROD

  CURRENT INDICATORS -              CONTROL INDICATORS -
     FISCAL YEAR: 95  MONTH: 03           LABOR DISTRIBUTION RUN: N
       EFF DATE: 11281994        LABOR DISTRIBUTION PAY DATE:
  PRIOR EFF DATE: 11251994              YEAR END CLOSING RUN: N
          TIME: 0000               NEW YEAR INITIALIZATION: N
  LAST CLOSED-      STAGE: 01           COST ALLOCATION RUN: N
     FISCAL YEAR: 93  MONTH: 02       GRANT/PROJ BILLING RUN: N
  REPORTING INDICATORS-                RECURRING TRANS RUN: Y
    WEEK: N    YEAR: N  INAE: N  FIXED ASSET DEPRECIATION RUN: N
   MONTH: N QUARTER: N CM YR: 09   FIXED ASSET SUSPENSE RECONC: N
  ADVANCE PAYMENT DAYS-            FIXED ASSET SUSPENSE POST: N
    WARR/CHK: 02  DIR DEP: 03               TAX OFFSET RUN: N
   BACKUP WITHHOLDING PCT: 00.31          MAX CHG TRANS: 10000
  NEXT AVAIL ARCH REF NO (XMITL)    CURR: 95 000001   PRIOR: 94 000001
  NEXT AVAIL ARCH REF NO (NON-XMITL) CURR: 95 A00001  PRIOR: 94 A00001
  --------PROCESSING CYCLE INFORMATION----------  BATCH RESTORE
  CURRENT: DATE: 112994 TIME: 11:28 CYCLE: 0128   INDICATOR (Y/N): N
   PRIOR: DATE: 112894 TIME: 03:07 CYCLE: 0127  ONLINE AVAILABLE: Y


  F1-HELP    F9-INTERRUPT   F10-SAVE   F11-SAVE/CLEAR   CLEAR-EXIT
```

Current Fiscal Year/Month

```
                    ┌─────────────────────────┐
                    │ Current Fiscal Year/Month │
                    └─────────────┬───────────┘
                                  │
                                  ▼
CYCLE: 11/29/94 11:28 0128 ┌CFY: 95   CFM: 02┐LCY: 94   LCM: 01 FICHE: 751 95
                           └─────────────────┘  NATURAL RESOURCES (751)
                                          APPROPRIATION ACTIVITY SUMMARY
PERCENT OF YEAR ELAPSED:   8%            REPORT PERIOD= OCTOBER FY= 95        PROD V
```

The report header shows the current fiscal year and current fiscal month associated with the 97 System Management profile at the time the report was produced. In the example above, "CFY 95" shows that the current fiscal year is 1995 and "CFM 02" shows that the current fiscal month in the 97 System Management profile is "02", November. Since Michigan's fiscal year begins on October 1 (CFM 01), "CFM 02" pertains to November.

Last Closed Fiscal Year/Month

```
                       ┌──────────────────────────────┐
                       │ Last Closed Fiscal Year/Month │
                       └───────────────┬──────────────┘
                                       │
                                       ▼
CYCLE: 11/29/94 11:28 0128  CFY: 95   CFM: 02┌LCY: 94   LCM: 01┐FICHE: 751 95
                                             └─────────────────┘
                                          NATURAL RESOURCES (751)
                                       APPROPRIATION ACTIVITY SUMMARY
PERCENT OF YEAR ELAPSED:   8%          REPORT PERIOD= OCTOBER FY= 95         PROD V
```
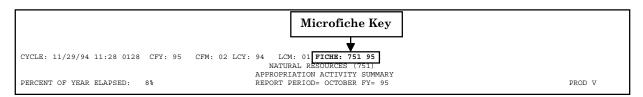
The report header shows the last closed fiscal year and last closed fiscal month in the 97 System Management profile at the time the report was produced. In the example above, "LCY 94" shows that the last closed fiscal year is 1994 and "LCM 01" shows that the last closed fiscal
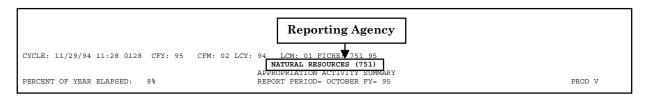
month at the time the report was produced was "01", October. Since Michigan's fiscal year begins on October 1, "LCM 01" means that the last closed month was October. "LCM 12" would indicate that September was the last closed fiscal month.

Microfiche Key

```
                                          ┌──────────────────┐
                                          │  Microfiche Key  │
                                          └────────┬─────────┘
                                                   │
                                                   ▼
CYCLE: 11/29/94 11:28 0128  CFY: 95   CFM: 02 LCY: 94    LCM: 01 FICHE: 751 95
                                               NATURAL RESOURCES (751)
                                               APPROPRIATION ACTIVITY SUMMARY
PERCENT OF YEAR ELAPSED:    8%                 REPORT PERIOD= OCTOBER FY= 95              PROD V
```

The microfiche key provides a key reference for use in microfiching reports. Michigan is currently using this header element for RMDS Report decollation.
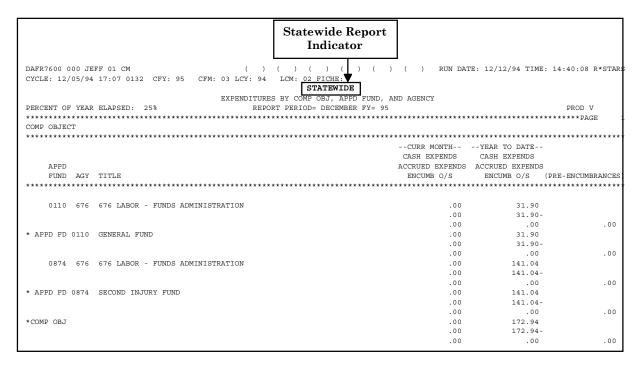
Reporting Agency

```
                                      ┌──────────────────┐
                                      │ Reporting Agency │
                                      └────────┬─────────┘
                                               │
                                               ▼
CYCLE: 11/29/94 11:28 0128  CFY: 95   CFM: 02 LCY: 94    LCM: 01 FICHE: 751 95
                                      NATURAL RESOURCES (751)
                                               APPROPRIATION ACTIVITY SUMMARY
PERCENT OF YEAR ELAPSED:    8%                 REPORT PERIOD= OCTOBER FY= 95              PROD V
```

The reporting agency is the agency whose data is provided on the report. In the example above, the DAFR7480 Appropriation Activity Summary Report was run with Department of Natural Resources (MAIN FACS Agency 751) data. In many cases, the agency requesting the information (see Report Key above) is the same as the agency whose information is used to create the report. However, central control agencies like DMB and Treasury may request reports associated with another operating agency's information.
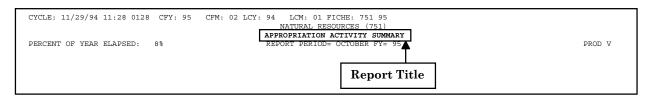
Statewide Reports

```
                              ┌─────────────────────┐
                              │  Statewide Report   │
                              │     Indicator       │
                              └─────────────────────┘

DAFR7600 000 JEFF 01 CM                  (   ) (   ) (   ) (   ) (   ) (   )   RUN DATE: 12/12/94 TIME: 14:40:08 R*STARS
CYCLE: 12/05/94 17:07 0132  CFY: 95  CFM: 03 LCY: 94   LCM: 02 FICHE:
                                                      ┌──────────────┐
                                                      │  STATEWIDE   │
                                                      └──────────────┘
                              EXPENDITURES BY COMP OBJ, APPD FUND, AND AGENCY
PERCENT OF YEAR ELAPSED: 25%                   REPORT PERIOD= DECEMBER FY= 95                                   PROD V
******************************************************************************************************************PAGE
COMP OBJECT
*****************************************************************************************************************
                                                             --CURR MONTH--  --YEAR TO DATE--
                                                             CASH EXPENDS    CASH EXPENDS
      APPD                                                   ACCRUED EXPENDS ACCRUED EXPENDS
      FUND  AGY  TITLE                                       ENCUMB O/S      ENCUMB O/S    (PRE-ENCUMBRANCES
*****************************************************************************************************************

      0110  676  676 LABOR - FUNDS ADMINISTRATION                    .00            31.90
                                                                     .00            31.90-
                                                                     .00              .00           .00
* APPD FD 0110   GENERAL FUND                                        .00            31.90
                                                                     .00            31.90-
                                                                     .00              .00           .00
      0874  676  676 LABOR - FUNDS ADMINISTRATION                    .00           141.04
                                                                     .00           141.04-
                                                                     .00              .00           .00
* APPD FD 0874   SECOND INJURY FUND                                  .00           141.04
                                                                     .00           141.04-
                                                                     .00              .00           .00
*COMP OBJ                                                            .00           172.94
                                                                     .00           172.94-
                                                                     .00              .00           .00
```
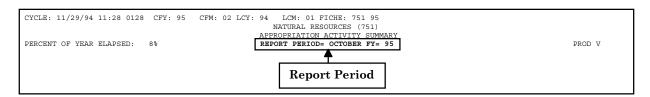
Statewide reports are indicated by the "STATEWIDE" indicator in the report title line.

Report Title

```
CYCLE: 11/29/94 11:28 0128  CFY: 95  CFM: 02 LCY: 94   LCM: 01 FICHE: 751 95
                              NATURAL RESOURCES (751)
                        ┌──────────────────────────────┐
                        │  APPROPRIATION ACTIVITY SUMMARY │
                        └──────────────────────────────┘
PERCENT OF YEAR ELAPSED:  8%        REPORT PERIOD= OCTOBER FY= 95                        PROD V

                              ┌──────────────┐
                              │ Report Title │
                              └──────────────┘
```

The report title is provided in the header information of every report. The title is associated with the report number located in the report request key information (see above).
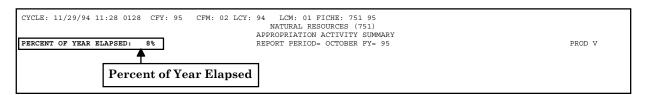
Report Period

```
CYCLE: 11/29/94 11:28 0128  CFY: 95  CFM: 02 LCY: 94   LCM: 01 FICHE: 751 95
                              NATURAL RESOURCES (751)
                           APPROPRIATION ACTIVITY SUMMARY
PERCENT OF YEAR ELAPSED:  8%    ┌────────────────────────────┐                    PROD V
                               │ REPORT PERIOD= OCTOBER FY= 95 │
                               └────────────────────────────┘

                              ┌────────────────┐
                              │ Report Period  │
                              └────────────────┘
```
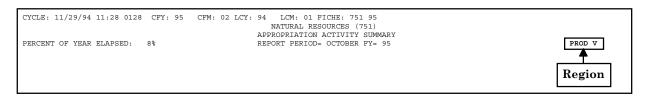
Report Guide
Reading an R★STARS Report

The report period provides the time period(s) associated with the report. In the example above, the report period "OCTOBER" means that the report was requested for the fiscal month of October. "FY=95" shows that the report was requested for fiscal year 1995.

Percent of Fiscal Year Elapsed

```
CYCLE: 11/29/94 11:28 0128  CFY: 95   CFM: 02 LCY: 94   LCM: 01 FICHE: 751 95
                                   NATURAL RESOURCES (751)
                                   APPROPRIATION ACTIVITY SUMMARY
 PERCENT OF YEAR ELAPSED:    8%    REPORT PERIOD= OCTOBER FY= 95                        PROD V
```

Percent of Year Elapsed

R★STARS report headers also provide the user an estimate of the percent of the fiscal year that has occurred. In the example above, approximately 8% of the fiscal year has elapsed. This is calculated as the month for the report ("01") divided by the number of calendar months in a fiscal year. Thus, in this example, 1/12 = 8 percent.

Region

```
CYCLE: 11/29/94 11:28 0128  CFY: 95   CFM: 02 LCY: 94   LCM: 01 FICHE: 751 95
                                   NATURAL RESOURCES (751)
                                   APPROPRIATION ACTIVITY SUMMARY
PERCENT OF YEAR ELAPSED:    8%     REPORT PERIOD= OCTOBER FY= 95                   PROD V
```

Region

The region describes the region of MAIN FACS in which the report was produced. In the example above, "PROD V" means that the report was run in the Production Region of MAIN.

2-2 REPORT DETAIL INFORMATION

The second part of an R★STARS report is the report detail information. Detail information consists of page break information, information elements and calculated financial fields.

```
DAFR7480 751 REH  01 01                    3(ORG) 0(PRG)  (  ) 3(FND) (  ) (  )  RUN DATE: 12/01/94 TIME: 14:03:25 R*STARS
CYCLE: 11/29/94 11:28 0128  CFY: 95  CFM: 02 LCY: 94  LCM: 01 FICHE: 751 95
                                            NATURAL RESOURCES (751)              Header
                                         APPROPRIATION ACTIVITY SUMMARY
PERCENT OF YEAR ELAPSED:   8%            REPORT PERIOD= OCTOBER FY= 95                                           PROD V
***********************************************************************************************************PAGE    2
APPROPRIATION YEAR       95
APPROPRIATION NUMBER  01101  ADMINISTRATIVE SERVICES           Detail
APPROPRIATED FUND      0110  GENERAL FUND
ORGANIZATION LVL 02   9000  DEPARTMENT WIDE ACCOUNTING
***********************************************************************************************************************
                                          ADJUSTED    CASH-REVENUE/               ENCUMBRANCES/
                                                                               ACCRUALS/
OBJ   OBJ         TITLE                     BUDGET     EXPENDITURES      ACCRUALS PRE-ENCUMBRANCES   END REM BUDG BAL
***********************************************************************************************************************

      7005 DISBURSEMENT OF AGENCY FUND DEPOSIT       .00      790.00         790.00-         .00            .00
*TOTAL EXPENDITURE                                   .00      790.00         790.00-         .00            .00
*ORGANIZATION LVL 02    9000                         .00      790.00-        790.00          .00            .00
*APPROPRIATED FUND      0110                         .00      790.00-        790.00          .00            .00
*APPROPRIATION NUMBER   01101                        .00      790.00-        790.00          .00            .00
```

Page Break Information

Page break information describes the elements associated with each particular page of a report and the financial information it displays. The page break information is between the first and second row of asterisks on a requestable report.

The page break data for the DAFR7480 Appropriation Activity Summary is provided below.

```
***********************************************************************************************************PAGE    2
APPROPRIATION YEAR       95
APPROPRIATION NUMBER  01101  ADMINISTRATIVE SERVICES
APPROPRIATED FUND      0110  GENERAL FUND
ORGANIZATION LVL 02   9000  DEPARTMENT WIDE ACCOUNTING
***********************************************************************************************************************
```

In the example above, the following key page break elements are provided on the DAFR7480 Appropriation Activity Summary Report:

- Appropriation Year - "95"
- Appropriation Number - "01101 - ADMINISTRATIVE SERVICES"
- Appropriated Fund - "0110 - GENERAL FUND"
- Organizational Level 02 - "9000 - DEPARTMENT-WIDE ACCOUNTING"

These key elements define what information is being provided on a specific page of the report. A new report page is produced whenever any of these elements have a different value.

The page break information for the DAFR7480 Appropriation Activity Summary Report is provided below.

SORT SEQUENCE	ELEMENT	TITLE LOOK UP	PAGE BREAK	SUB-TOTAL
1	Agency	D02	Y	Y
2	**Appropriation Year**		Y	Y
3	**Appropriation Number**	20	Y	Y
4	**Appd Fund**	D22	N	Y
5	Fund	D23	Y	Y
6	**Organization Code**	D03	Y	Y
7	Program Code	D04	Y	Y
8	Object	D10,D11 D01,D25 D09	N	Y
9	Object	D10,D11 D01,D25 D09	N	Y

Notice how the appropriation year, appropriation number, appropriated fund and organization code information is documented on the page break example above. However, the program element is not included in the example page break data of this report. This is due to the program level option being selected as "0" when the report was originally requested. Requesting a report with "0" in a level option field will suppress the element from the report.

Information Elements

The second part of the detail section of an R★STARS report is the information elements. In the example below, the Information Elements are pointed out for the DAFR7480 Appropriation Activity Summary Report.

```
                                          ADJUSTED   CASH-REVENUE/               ENCUMBRANCES/
OBJ   OBJ        TITLE                     BUDGET     EXPENDITURES      ACCRUALS PRE-ENCUMBRANCES  END REM BUDG BAL
**************************************************************************************************************

      7005 DISBURSEMENT OF AGENCY FUND DEPOSIT       .00        790.00         790.00-          .00              .00
*TOTAL EXPENDITURE                                   .00        790.00         790.00-          .00              .00
*ORGANIZATION LVL 02    9000                         .00        790.00-        790.00           .00              .00
*APPROPRIATED FUND      0110                         .00        790.00-        790.00           .00              .00
*APPROPRIATION NUMBER   01101                        .00        790.00-        790.00           .00              .00
```

Information Elements

The information elements describe what is being reported and how the report data is broken down. The information elements in the above example include:

- Object
- Total Expenditures
- Organization Level
- Appropriated Fund
- Appropriation Number

On this particular report the column titled "OBJ" (Object) may include either the comptroller object, agency object or object depending upon the special select value entered in the 91 Report Request profile. In this example, the 91 Report Request profile has a special select of "C" for comptroller object. Therefore, the comptroller object is shown on the report.

The remaining information elements are subtotals for the page break items described above, which accumulate running totals down the report. Information elements that have subtotals are identified for each report in Chapter 3.

Note: This report has two columns labeled "OBJ". This is because the report supports the ability to display one object (e.g., comptroller object) or two objects (e.g., comptroller object and agency object).

Calculated Financial Fields

The last part of the detail section of an R★STARS report is the calculated financial fields. In the example below, the calculated financial fields are pointed out for the DAFR7480 Appropriation Activity Summary Report.

```
                                Calculated Financial Fields
                        ↓            ↓         ↓        ↓              ↓
                     ADJUSTED    CASH-REVENUE/        ENCUMBRANCES/
OBJ   OBJ      TITLE   BUDGET     EXPENDITURES   ACCRUALS PRE-ENCUMBRANCES  END REM BUDG BAL
*******************************************************************************************
        7005 DISBURSEMENT OF AGENCY FUND DEPOSIT     .00      790.00     790.00-        .00          .00
*TOTAL EXPENDITURE                                   .00      790.00     790.00-        .00          .00
*ORGANIZATION LVL 02    9000                         .00      790.00-     790.00        .00          .00
*APPROPRIATED FUND      0110                         .00      790.00-     790.00        .00          .00
*APPROPRIATION NUMBER   01101                        .00      790.00-     790.00        .00          .00
```

The report example also has five calculated financial fields. They include:

- Adjusted Budget
- Cash Revenues/Expenditures
- Accruals
- Encumbrances/Pre-encumbrances
- Ending Remaining Budget Balance

Each of these elements are calculated based on the report's algorithm. The algorithms for each report are provided in Chapter 3.

2-3 ANALYZING REPORT CONTENTS

It is important to note that R★STARS financial reports only contain valid data that has been successfully posted to the financial table being accessed by the report. Additional key information relevant to the report may not be posted to data included in the table(s) accessed by the report.

Edit Modes

Transactions in edit mode "0", "1", or "3" on the IT file are not included in reports. The R★STARS financial tables, contain transactions in edit mode "2" and "4". The edit mode of a transaction can be seen on the 530 View Batch Headers in R★STARS.

Edit Mode "0"   Entered on-line and no edits. Or, submitted in a batch interface and in a status of "H" (hold) and never released.

Edit Mode "1"   Entered on-line and edited (basic profile edits) but not posted to the financial tables.

Edit Mode "2"   Entered on-line, edited and posted to the financial tables (appropriation, agency budget, project , grant, document, cash control, cash balance and cash forecasting) tables.

Edit Mode "3"   Originally recorded in edit mode "0" or "1" and released and processed through batch IEU. The transactions contained errors and are in the IT file and are not posted to the financial tables.

Edit Mode "4"   Originally entered in edit mode "0" or "1" and released and processed through batch IEU. The transactions have posted to the financial tables during the batch IEU process.

Accuracy of Information on the Report

In addition, because information has been successfully posted into a particular table does not in any way guarantee that the information is accurate. Data displayed on a report is valid, indicating that the R★STARS edits and fund control tests were successfully passed at the time the transaction was posted. However, accuracy of the information contained on the report is the responsibility of the agencies. For example, use of an incorrect index code, if valid, will pass the edits but will result in inaccurate information.

It is critical that report information be reviewed by the individuals that are most familiar with the information being presented (typically the chief accountant, budget officer, etc.). Each agency should have an expert(s) that serves as a focal point for all reporting issues and is responsible for obtaining an intimate understanding of each report that they use to manage their agency.

Cautions

Agencies should never make any decisions on a report without completely understanding the Level of Detail Options and the Special Select Options used on the report. These two sets of options determine the content of a report. Depending on how the options are set, one report can literally be selected hundreds of ways. Users of R★STARS reports should have a complete understanding of how a report was requested with regard to Level of Detail Options and Special Select Options before using a report.

2-4 THE R★STARS REPORTING PROCESS

The State produces various reports at different frequencies depending on the information needs being addressed. For example, reports are currently produced with the following frequencies:

- Daily
- Weekly
- Monthly

Daily reports are typically used in the on-going operation of the State. These reports are used for many system management objectives including system balancing, transaction verification or transaction error correction. The majority of the daily reports are "control" reports, those that are automatically produced as part of the daily batch cycle. Some daily reports are "requestable" reports and are not automatically produced as part of the daily batch cycle. These reports must be requested via the 91 Report Request profile. However, daily reports (either "control" or "requestable") are typically used to manage on-going system operations. For example, the DAFR8450 System Reconciliation Report is requested on a daily basis and reviewed by the system operations staff to ensure the R★STARS financial tables are in balance each morning prior to making the system available for users.

Weekly reports are those that have been requested to run on a weekly basis. Typically, these reports are summary level reports or profile listings. Transactions level reports should not typically be requested regularly on a weekly basis. It is recommended that agencies request summary level reports on a weekly basis to aid in monitoring remaining budget balances.

Monthly reports are typically the reports upon which users rely for monthly monitoring and other management information. Monthly reports provide either monthly transaction activity or year-to-date information, or both. It is vital that agency personnel request and review financial reports on a monthly basis to ascertain the agency's monthly financial position.